

REQUESTING ACCRUALS FROM TRAVEL INSTRUCTIONS

Members are authorized to receive accruals on their per diem when the TDY is over 30 days.

(The amount of accrual is an estimate for 30 days.)

1. The first week of your TDY fax your orders to the Travel Office.
 - a. Write on the front of the order "Accrual" and indicate the daily rate you will be paying for lodging (**DO NOT WRITE THE TOTAL AMOUNT YOU HAVE ALREADY PAID**).
 - b. If claiming airfare, send a copy of your itinerary or ticket showing the amount charged along with your order.
2. If you drive to your TDY location you are authorized 1-way mileage, (not to exceed ½ of the TR cost found on your orders). You must then complete a travel voucher and fax it along with your orders.
3. Please do not fax your request until you have reached your TDY location and determined your daily lodging rate. You must fax a complete copy of your orders along with any amendments to: DSN 860-8658 or Comm (912) 966-8658.
4. Your first accrual will be paid in 30 days. This will allow all airline tickets to be paid in a timely manner. Additional accruals will be paid every 30 days.
5. The Travel Office cannot use split disbursement on accruals. ALL accruals will be deposited into your bank account. It will be your responsibility to pay your government credit card bill while TDY.
6. It is your responsibility to contact the Travel Office with any changes to your room rates or changes in dates to your TDY orders.
7. Please call and verify receipt of your fax. You may call the following numbers:
DSN 860-8283/DSN 860-8633
Comm (912) 966-8283/Comm (912) 966-8633
8. Upon completion of your TDY, you are required to complete a travel voucher. Your itinerary should include the first to the last day of your trip. Any accruals received should be annotated in the block for previous payments. This amount will be deducted from the total amount due on your voucher. It is your responsibility to keep track of the accruals you receive.
9. All original lodging receipts, airline tickets, and rental car receipts must also be turned in with your final travel voucher.

AGREEMENT OF 30 DAY ACCRUALS
(TOUR MUST BE OVER 30 DAYS)

NAME: _____

SSAN: _____

ORDER NUMBER: _____

START DATE: _____

END DATE: _____

(CHECK WHAT APPLIES)

DRIVING POV _____ FLYING COMMERCIAL AIR _____

TOTAL AMOUNT OF AIRLINE TICKET: _____

“I CERTIFY I HAVE BEEN BRIEFED ON ACCRUALS AND AGREE TO HAVE MY ACCRUALS AUTOMATICALLY DIRECT DEPOSITED INTO MY ACCOUNT EVERY THIRTY DAYS.”

SIGNATURE: _____ DATE: _____

“I CERTIFY I HAVE BEEN BRIEFED AND DECLINE ACCRUALS WHILE TDY.”

SIGNATURE: _____ DATE: _____